



# ***Application Guide***

***for***

## ***FY 2018 Solid Waste Grant Program***

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***Our Mission: To protect and improve the health and environment of all Kansans.***

# ***APPLICATION GUIDE***

## ***FY 18 Solid Waste Grants***

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## ***FY 18 Solid Waste Grants***

### **A. GENERAL GUIDELINES**

#### **A. BACKGROUND**

The Solid Waste Grants are new in 2018. In 1995 the Governor established an eight member Solid Waste Grants Advisory Committee that prioritizes projects and makes recommendations on competitive grant selection and disbursements. The Advisory Committee meets annually to review each round of applications.

The goal of the program is to leverage limited funds into efficient and cost effective projects that will help Kansans maintain an integrated solid waste management system that incorporates recycling, source reduction, waste minimization and public education

#### **B. WHO CAN APPLY?**

Kansas' counties, municipalities, solid waste management regions and private entities may apply for these grants. Private entities are eligible only if the local government responsible for planning identifies the private party as providing service needed to sustain the county solid waste management plan.

#### **C. APPLICATION REQUIREMENTS**

1. The chairman of the county's Solid Waste Management Planning Committee or the county commission must review the project. The form that must be completed by the planning committee is included with the application. If not submitted with the application, the Committee form must be submitted no later than December 31, 2017.
2. If submitting more than one application, assign a priority to each application.
3. If the applicant owns or operates a solid waste disposal facility, all solid waste tonnage permit fees must be current and paid. Requests for funds to expand existing facilities must include proof of current permits or variances and be in compliance with all KDHE requirements.
4. Request for funds for new facilities that require permits must commit to complete the permitting process. For additional information on permitting procedures contact the Permit Section of the Bureau of Waste Management at (785) 296-1600.
5. KDHE requires comprehensive insurance at all facilities receiving grants with documentation provided to KDHE before final reimbursement is made. A certificate of insurance is required to demonstrate coverage for all facilities utilized as part of the grantee's business and for any equipment purchased with the assistance of the grant.
6. KDHE will require non-governmental grantees to complete and sign a security agreement and file it with the Secretary of State's office for all individual items costing over \$2,000 that were purchased with grant funds. The fee associated with this filing may be reimbursed with grant funds by submitting the expense on an affidavit of expenditures form.
7. Grantees must use a KDHE "Keep It Clean Kansas" logo and indicate the funding source of the program at the project site and in its promotional materials and be willing to participate in the KDHE/BWM public education campaign.

#### **D. APPLICATION DEADLINES**

**The grant application deadline is December 15, 2017.** Applications must be received or post marked by this date to be eligible, with award announcements expected in March, 2018.

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### **E. ELIGIBLE PROJECTS may include, but not limited to:**

1. Waste **reduction, reuse and recycling** projects.
2. Costs related to equipment necessary for **operation of a recycling center**.
3. Composting **equipment**; food waste and yard waste composting; tree and brush mulching and composting; city-wide or site-specific composting;
4. **Innovative Technologies** that utilize Kansas's recyclable materials to produce a new product. Waste minimization packaging projects and projects to refurbish or resell marketable items are examples of acceptable projects.
5. **Activities and educational programs** such as environmental fairs and festivals, special training sessions, seminars, teacher education training workshops, and educational presentations are also eligible.
6. **Enhancements of active projects** are eligible, and documentation must show need or expansion into new areas.
7. **Educational Outreach/Public Awareness** projects including any training, educational outreach, or public relations programs disseminating information on the various integrated solid waste management solutions. Examples include recycling, source reduction, purchasing recycled content materials, or waste minimization solutions.
8. Programs consistent with the KDHE statewide "Keep it Clean Kansas" educational campaign.

### **F. ELIGIBLE COSTS (not all inclusive)**

1. **Capital Equipment and Supplies.** Capital expenditures are individual items exceeding \$2,000.
2. **Reallocation requests must be approved by the KDHE Solid Waste Grant program manager prior to purchasing anything that is not included in your approved grant application.**

### **G. INELIGIBLE PROJECTS (not all inclusive)**

1. Design, construction, expansion, or operation of landfills and other solid waste disposal areas. (Exceptions may be considered for recycling, source reduction and waste minimization activities designated at such disposal areas or facilities.)
2. Closure and post-closure of solid waste disposal areas.
3. Projects involving used oil.
4. Projects involving waste tires.
5. Projects involving hazardous wastes.
6. Projects involving household hazardous waste.

### **H. INELIGIBLE COSTS (not all inclusive)**

1. The costs of preparing the grant and permit applications
2. Permit fees
3. **The fiscal reimbursement period for this grant runs April 1, 2018-March 31, 2019. *Costs incurred prior to April 1, 2018 or after the fiscal reimbursement period are not eligible for grant reimbursement.***
4. Salaries of employees working on the grant project are not eligible for reimbursement, but they can be used as in-kind matching funds. Volunteer hours may be used for in-kind matching funds at the rate of \$12.00 an hour.
5. Professional Services (match only). Services contracted for assistance with project planning, finance, legal affairs, marketing, engineering, and environmental evaluations, when performed in conjunction with the operation of a program, process, or waste management system.
6. Some Travel Expenses (match only). Some in-state travel and out-of-state travel may be

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eligible. Out-of-state travel must receive prior approval by the department. (Meal costs are not allowed).

7. General operation and maintenance costs of an existing or proposed facility are not eligible.
8. Routine or existing contractual disposal costs for solid wastes are ineligible.

### **I. FUNDING AND MATCH REQUIREMENTS**

1. The grant program will pay up to 75% of the total cost of completing the proposed project; the local match requirement is a minimum of 25% of the total project cost. It is acceptable (and often preferred) for the applicant to make a financial and/or in-kind commitment of greater than 25%.
2. The grantee will receive an advance payment of 50% of the grant funds after grant contracts are signed and approved. **Expenditures must be detailed and submitted with a completed affidavit of expenditures and supporting documentation.**
3. Other state or federal grant funds cannot be used as any part of the local match.
4. An affidavit of expenditures form and backup documentation for both grant and match expenditures are required for the disbursement of grant funds. Quarterly reports may be required under certain circumstances.
5. Upon completion of the project, a final affidavit of expenditures, photos, a narrative final report, proof of comprehensive insurance, and any other required documentation must be submitted to KDHE for approval prior to final payment of grant funds.

**Each grant applicant is responsible to determine if the receipt of a grant award could result in any tax liability.**

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### **II. GRANTS OVER \$7,500**

#### **A. GRANT COMMITTEE EVALUATION CRITERIA**

The following are criteria that the Governor's Solid Waste Grants Advisory Committee will use to evaluate the grant applications. The applicant is advised to address the following criteria in their application.

##### **1. Completeness**

- a. Budget breakdowns must be submitted with the application. All items requested in the guide documents including all items requested in the "Narrative Grant Proposal" must be submitted with the application **or it may be disqualified.**
- b. **Applicants must have the county Solid Waste Management Planning Committee sign the form indicating support for the project.** The form must be received by December 31 or the application may be disqualified.

##### **2. Permitting and Regulatory Considerations**

- a. Projects will be assessed for compliance with all applicable KDHE permitting and regulatory requirements (such as composting, materials recovery, and recycling at transfer stations).
- b. Request for funds for new compost or recycling facilities that require permits must commit to complete the permitting process for grant payments.

##### **3. Special Emphasis for Solid Waste Grants**

- a. KDHE is committed to providing financial assistance to waste reduction projects that serve the people of Kansas. **The priority of this grant is to fund projects that purchase equipment and promote waste reduction efforts.**
- b. Significant local support, strong inter-governmental cooperation, and private sector involvement will be taken into consideration when grant applications are reviewed.
- c. **Preference will be given to projects that increase public participation.**
- d. Funding for projects that improve or expand recycling and composting efforts will be prioritized. Fully explain why your proposal will increase diversion tonnage and increase public awareness regarding local opportunities to compost or recycle.

##### **4. Feasibility**

- a. The probability of successful implementation will be evaluated based upon factors such as economic feasibility, community support, technical support, long-term economic viability, and access to markets.
- b. The technical feasibility will be evaluated on utilization of proven technologies, market research performed, competition with alternative projects, if applicable, and the demonstration of technical, managerial, sales and marketing experience.

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### **5. Measurable Results**

- a. The types and quantities of Municipal Solid waste or Construction and Demolition waste reduced as a result of this project must be measurable. Give current diversion estimates in annual tons per material and estimate increases due to this proposal.
- b. Explain how the proposed project enhances or complements existing programs and how this can be measured.

### **6. Cost/Benefit**

- a. Project costs will be evaluated against benefits and compared to competing projects to determine the best overall use of limited funds. Fully explain why your proposal will increase diversion tonnage or provide new opportunities. A plan outlining the long-term financial feasibility and viability of the project, as well as the method of current and future financing, must be included in the application narrative.
- b. Projects may cover a wide range of costs and level of complexity. The maximum requested grant is \$50,000; however, to enable limited grant funds to be more widely disbursed, preferred grant requests will not exceed \$25,000.

### **7. Educational Outreach and Other Environmental Benefits**

- a. An education and outreach component must be included.
- b. Demonstration of an increase in public participation in waste reduction programs will be a plus.
- c. Other environmental benefits such as reducing open dumping, or source reduction, can improve your project's chances.
- d. Continuous benefits are preferred over one-time benefits.

For additional information on permitting procedures contact the Permit Section of the Bureau of Waste Management at (785) 296-1600 or <http://www.kdheks.gov/waste>

## **B. NARRATIVE GRANT PROPOSAL**

Include a narrative proposal with the grant application form that explains the proposed grant project activities, budgets and time lines. A suggested format is given below to help the applicant prepare a narrative grant proposal that can be evaluated quickly and easily. Failure to address all items will result in disqualification.

### **1. Background**

- a. Describe any current existing programs, related facilities, and/or particular needs/purposes for applying for grant funds.
- b. Describe proposed project service area, including a list of all communities served by this proposed project and their population.
- c. Discuss local and community support for proposed project. Letters of interest, support, and/or commitment from the communities will strengthen an application.
- d. Address the project's relevancy to existing County/Regional Solid Waste Management Plan.

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### **2. Proposed Project Details**

- a. Provide a summary of the proposed project.
- b. Provide a list of goals to be accomplished.
- c. Provide an implementation plan and timetable (*include permit process where appropriate*).
- d. Describe the types and volume of municipal solid wastes being reduced by this project. (Estimates are acceptable.) If you need assistance determining volumes, you may utilize a volume-to-weight conversion worksheet available from the Bureau of Waste Management. Include current diversion numbers and increases expected with this project.

### **3. Responsible Persons**

- a. List persons responsible for managing the grant project and a brief statement of relevant experience related to waste reduction and public education.
- b. Estimate staff necessary and number of hours to complete each component of the proposed project.
- c. Define how the project activities will be coordinated between the responsible parties and other official agencies and organizations with overlapping jurisdiction (example - counties, cities, state agencies, etc.)

### **4. Project Budget**

- a. Breakdown the budget by category, and provide a **priority list** of all items requested in order of most important to least important. (This list is essential should it be necessary to scale back grant awards due to limited funds.)
- b. **Budget Categories are: SALARIES (match only), TRAVEL, SUPPLIES, CAPITAL EQUIPMENT** (cost of \$2,000 or more and a useful life of one year or more), **PROFESSIONAL SERVICES (match only)**, and **OTHER**. Provide detailed cost estimates for each component of the proposed project, including expected staff hours and costs, lists of supplies and equipment needed with itemized costs, etc.
- c. Provide pictures, specifications, and a price quote for all capital equipment that will be purchased partially or in full with grant funds.
- d. Include a list of additional funding sources and resources for the proposed project.
- e. Describe the method(s)/source(s) of meeting grant match requirements.
- f. If the proposed project will sustain or enhance an active program, include the amount of waste diverted by this program for at least three years.
- g. Include separate budgets for each eligible activity or project.
- h. **All financial documents submitted must follow the Generally Accepted Accounting Principals.**



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### **D. Application Review Criteria:**

#### **Feasibility**

Yes	No	Does the application provide complete budget information?
Yes	No	provide the financial background of the applicant?
Yes	No	include a business plan?
Yes	No	contain a long-term plan outlining the financial feasibility and viability of the project?
Yes	No	provide information about all the participants?
Yes	No	identify the project management team?
Yes	No	If the applicant has previous experience involving the proposed project, is the nature and extent of that experience described in the grant proposal?

#### **Community Support:**

Yes	No	Does the application include a completed county solid waste management planning committee support form that verifies that this project is generally identified within a KDHE approved county or regional solid waste management plan? (N/A with projects that have statewide significance.)
Yes	No	If other people or organizations are participating in this type of activity in the impacted area, are their activities described in relation to the existing program and this grant proposal?
Yes	No	If the project has local support, government, private sector, or volunteer groups/civic support, are the extent and nature of the support described? (Attached letters and/or resolutions.)

#### **Permitting and Regulatory:**

Yes	No	Does the project involve applying for or modifying a permit? If yes, is the status and expected time frame described in the grant proposal?
Yes	No	If the applicant owns/operates a solid waste disposal facility, are solid waste tonnage fees current?

#### **Project details:**

Yes	No	Does the application provide information about the type of equipment to be purchased and how the particular expenditures will be used?
Yes	No	Does the application include which communities and populations will be affected by this project?
Yes	No	If project involves local land use or zoning issues have these issues been resolved? If not, are the status and expected time frame discussed in the grant proposal?

#### **Measurable Results:**

Yes	No	Does the project reduce waste quantities taken to landfill? (If yes, are the types and quantities of wastes that will be reduced detailed in the grant proposal?)
Yes	No	Does the project yield other measurable environmental benefits? (Discussed in grant proposal?)
Yes	No	If the project has an impact on Kansas' air quality, energy use, or material/natural resource use, is there a description of the extent, nature and time frame of each impact in the grant proposal?

#### **Cost-Benefit Considerations:**

Yes	No	If the project involves funding from several sources, are the sources and nature of the funding described in the grant proposal?
Yes	No	Does this project yield economic benefits? (i.e., development of new jobs, production of new products, which can serve the citizens of Kansas, etc.) Are the details in the grant proposal?
Yes	No	Are the benefits of the project described in the application (one time, undefined, or continuous?)
Yes	No	Does the narrative describe how this project will enhance or complement existing programs?

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### **III. GRANTS UNDER \$7,500**

Although grant funds for the Small Grant are limited to \$7,500.00, larger projects can be funded by using additional cash expenditures as match.

#### **EXAMPLES OF PROJECTS (not all-inclusive)**

Recycling trailer

Pamphlets/training materials for public education

Small Baler

Storage containers for recyclables at drop-off sites

Monitoring equipment for composting facilities may include equipment for monitoring temperature, moisture, and maturity. Turning equipment is also eligible but may necessitate a cash investment larger than the required match.

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##### **1. Completeness**

- a. Budget breakdowns and all items requested in the guide documents must be submitted with the application **or it may be disqualified.**
- b. **Applicants must have the county Solid Waste Management Planning Committee sign the form indicating level of support for the project.** The form must be received by December 31 or the application may be disqualified.

##### **2. Permitting and Regulatory Considerations**

- a. Projects will be assessed for compliance with all applicable KDHE permitting and regulatory requirements (such as composting, materials recovery, and recycling at transfer stations).
- b. Request for funds for new compost or recycling facilities that require permits must commit to complete the permitting process for grant payments.

##### **3. Special Emphasis for Solid Waste Grants**

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- c. **Preference will be given to projects that increase public participation.**
- d. Funding for projects that improve or expand recycling and composting efforts will be prioritized.

##### **4. Feasibility**

- a. The probability of successful implementation will be evaluated based upon factors such as economic feasibility, community support, technical support, long-term economic viability, and access to markets.

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- b. The technical feasibility will be evaluated on utilization of proven technologies, market research performed, competition with alternative projects, if applicable, and the demonstration of technical, managerial, sales and marketing experience.

### **5. Program Impact**

- a. Current diversion estimates in annual tons per material and estimated increases due to this proposal will be used to evaluate waste reduction efforts.
- b. An explanation of how the proposed project enhances or complements existing programs, and measurements used to determine the outcome, will be evaluated.

### **6. Cost/Benefit**

- a. Project costs will be evaluated against benefits and compared to competing projects to determine the best overall use of limited funds. A detailed explanation of why your proposal will increase diversion tonnage or provide new opportunities will be used for comparison.
- b. Projects may cover a wide range of costs and level of complexity.

### **7. Educational Outreach and Other Environmental Benefits**

- a. An education and outreach component must be included.
- b. Demonstration of an increase in public participation in waste reduction programs will be a plus.
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